

The brand 'digitalswitzerland' defines a goal. We are determined to use the ongoing decade to drive digital transformation in Switzerland. There is still a lot of untapped potential left in our country, which gives us and our members ample opportunity to turn the challenges of the Digital Revolution into opportunities – and to make our economy even more fit for the future.

To underpin our growth, starting **June 2017 for at least 6 months** our Zurich office is looking for a:

RELATIONS & OPERATIONS INTERN (m/f) 100%

You want to take part in our mission and join our talented team, familiarize yourself with the processes of setting up an innovation ecosystem and actively shape the future of our country? As Relation & Operations Intern (m/f) you will be reporting directly to the Head of Relations & Business Development and fulfill the subsequent responsibilities.

Key responsibilities:

- Support of Managing Director and Head of Relations & Business Development

Relations:

- Help onboard new members and maintain operative member relationships
- Communicate with C-Level members
- Manage the involvement of our members in our association
- Supervise invoicing of membership payments
- Identify trendsetter ideas by researching industry and related events & publications
- If necessary, support Head of Communication

Operations:

- Conduct administrative tasks
- Schedule and organize meetings
- Co-organize events

Our expectations:

- You have a bachelor's degree and some relevant work experience in a similar, fast-growing environment.
- You have a hands-on mentality and demonstrate a process-optimization driven working style.
- You are a tenacious and resourceful problem solver and fact-based in decision making.
- You are fluent in German and English; any additional language would be an asset.

We offer you a modern workplace with a pleasant atmosphere in Zurich. From day one, you can work independently, bring in your individual strengths, drive forward your personal and professional development and rise to challenges.

If you are interested in this position, please send your application documents to jobs@digitalswitzerland.com. We are looking forward to receiving your application.

Stephanie Lüpold
Head of Relations & Business Development